

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy code: 2014/UNOPS/AEMO-RSPC/VA/00088112/00090061/007

Post Title: Logistics Assistant

Post Level: L-ICA 3

Org Unit: AEMO/RSPC/European PROGRES

Duty Station: Belgrade/Serbia

Duration: One year with possibility of extension

Start Date: September 2014

Closing Date: 30 July 2014

1. Project(s) Background

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favorable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

Final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level, which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlja in the Toplica District

- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in Niški District
- Babušnica, Bela Palanka in Pirotski District
- Knjaževac in Zaječarski District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

Duties and Responsibilities

2. Purpose and Scope of Assignment

Under the supervision of the Operations Manager, the Logistics Assistant provides logistical support services to the European PROGRES Programme, ensuring high quality of work, accurate, timely and properly recorded/documented service delivery.

The Logistics Assistant promotes a client-oriented approach in consistency with UNOPS' rules and regulations.

In particular, the Logistics Assistant is responsible to:

- Set up/maintain vehicle management system for European PROGRES Programme in line with UNOPS' policies including:
 - Registration of Programme vehicles;
 - Ensuring that all vehicle assets are in compliance with UNOPS and national rules concerning insurance;
 - Ensuring proper maintenance, servicing and repair of office vehicles;
 - Monitoring daily vehicle log in order to review and control fuel consumption and mileage;
 - Assessment of fuel needs, purchasing of fuel coupons and ensuring that vehicles are refuelled on time;
 - Follow-up of car inventory and procurement of vehicles' disposable items;
 - Coordination of travel plans and vehicle requirements;
 - Organization of car-wash service;
 - Management of accidents' files.
- Ensure that all European PROGRES Programme travel complies to prevailing safety and security rules and manage the administration of:
 - Weekly/Quarterly Travel Plans;
 - Travel Authorization/Security Clearances/Travel Expense Claim;
 - Purchase Orders (PO) and other relevant travel/procurement procedures through ATLAS system.
- Manage logistical arrangements and planning of workshops, trainings, seminars and visibility events as appropriate.
- Provide support to other European PROGRES administrative functions as requested, and in particular assist in:
 - Assets management;
 - Procurement processes;
 - Preparation of documentation for tax exemption;
 - Office maintenance activities;
 - Clerical duties as needed.

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of RSPC Manager and as may be reasonably required, provide support to RSPC activities in line with the scope of services above in order to further the common objectives of RSPC and its project Donors.

Required Selection Criteria

a. **Education**

- Secondary education with relevant work experience.
- Bachelor's degree is an asset.
- Knowledge of UNOPS or EU rules and procedures would be an asset.

b. **Work Experience**

- Five years of relevant working experience
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Experience as ATLAS Buyer is an advantage

5. Key Competencies

- Serbian as native language, fluency in English both written and spoken
- Demonstrates commitment to UNOPS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Proficient computer skills
- Driver's license with clean driving record
- Excellent driving skills
- Focuses on result for the client and responds positively to feedback
- Ability to adhere to work assignments and meet designated deadlines
- Demonstrated skills in core UN competencies and adherence to UN core values
- Seeks and applies knowledge, information, and best practices from within and outside of UNOPS

Submission of Applications

Additional Considerations

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) to UNOPS via e-mail to: srpc.vacancies@unops.org Kindly indicate the vacancy number and the post title in the subject line.

Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org